



## DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy # <b>212</b>	Approval Date: 11/15/11
Policy Title <b>LONGEVITY</b>	Effective Date: 01/01/12
	Revision Date(s): 8/05/14; 3/21/17

All employees who are in benefit eligible positions will be entitled to longevity pay with the following schedule and conditions:

Employees who have five (5) years (60 months) of continuous service will, starting as of the 61st month, receive an additional \$10.00 per month.

Employees who have ten (10) years (120 months) of continuous service will receive an additional \$17.00 per month.

Employees who have fifteen (15) years (180 months) of continuous service will receive an additional \$24.00 per month.

Employees who have twenty (20) years (240 months) of continuous service will receive an additional \$30.00 per month.

Employees who have thirty (30) years (360) months of continuous service will receive an additional \$35.00 per month.

Longevity will be calculated based on total years of service for the period of November 1 through October 31 of the following year. To be eligible to receive longevity payments, an employee must be an active employee on November 1 of each year. Longevity payments will be made on an annual basis between December 1 and December 20 of each year to all eligible employees.

In the event an eligible employee should retire or die, s/he or his/her heirs will receive longevity payments due as of the last day of employment and payment will be made at the time of retirement or death.

### Part-Time Employees

Part-time benefit eligible employees will have their longevity pay pro-rated. The pro-ration calculation will take into consideration the number of hours paid to the employee during the prior year in comparison to the total number of full-time hours for the position.

### Examples:

Employee A is a non-exempt employee who holds a 1040 hour/year benefit-eligible part-time position and would normally qualify for longevity pay equaling \$60 (\$10 per month for a full-time employee). Employee A worked 992 hours during the past year, which resulted in a pro-ration that provided for \$57.60 of longevity pay for the year.

992 hours worked during the past calendar year

$992 / 2080 = 47.7\% = 48\%$  FTE (rounded to closest full number)

$\$120 \times 48\% = \$57.60$  longevity pay

Employees on military leave will be entitled to all benefits and seniority rights afforded them under federal or state law.